Water Quality Program Municipal Stormwater Phase I & II (MS4) General Permit Renewal

General Permit Renewal Instructions

Access your MS4 General Permit Renewal via SecureAccess Washington (SAW), a secure gateway to many government services, and the Water Quality Permitting Portal. If you have started the renewal process, please refer to the instructions at the end of this document to search your existing NOI applications and renewals.

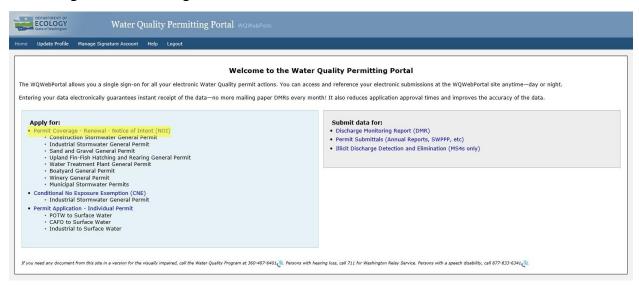
Step 1: Sign up for a SecureAccess Washington (SAW) account. If you have a SAW account, go to Step 2.

- Visit https://secureaccess.wa.gov
- Complete the sign-up sequence by creating a new account
- SecureAccess Washington (SAW) will send you an email to activate your account (check your spam folder)

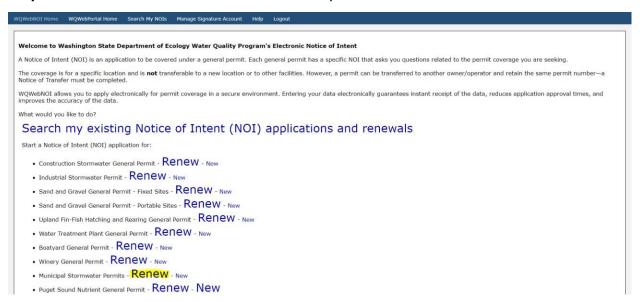
Step 2: Add a service for WQWebPortal. If you have access to the WQWebPortal service, start your renewal with Step 3.

- Log into your SecureAccess Washington (SAW) account
- Click on "Add New Service"
- Click in the box "I would like to browse a list of services"
- Click on "Department of Ecology"
- Look for "Water Quality Permitting Portal (WQWebPortal)" and click "Apply"
- Click "Ok" and then Click "Access" and then "Continue" to the Home Page

Step 3: Click "Permit Coverage – Renewal - Notice of Intent (NOI)" from the Water Quality Permitting Portal Home Page.

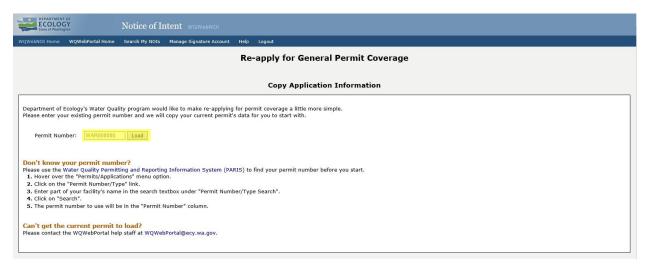


Step 4: Click the "Renew" link next to "Municipal Stormwater Permits."



Step 5: Enter your permit #, including leading letters, and click the "Load" button.

Once you load the renewal, you are the only person who can access the renewal application.



Step 6: Review and make updates that are needed by clicking through the tabs on the left (see green highlight). When you are finished, click "Save and Continue." If you need to leave your application and finish it later, click "Save and Submit Later."



• If you need to make changes to your site name, location, or mailing address, please email your regional permit planner (see Ecology's <u>Municipal Stormwater General Permit webpage</u>¹ to find your region's permit planner).

¹¹ https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Municipal-stormwater-general-permits#municontact

Step 7: Finalize the renewal

- Review the renewal at top of page and print a copy for your records (see green highlight).
- Print the Paper Certification Page for the Legal Responsible Party to sign and mail to Ecology at this address:

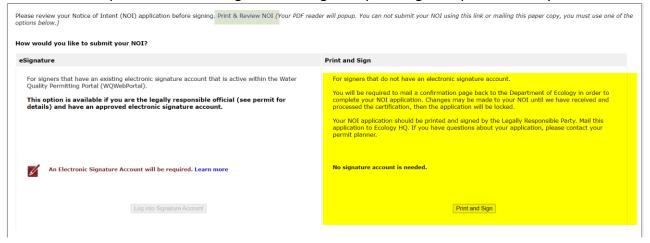
Washington State Department of Ecology

MS4 General Permit Writer

P.O. Box 47696

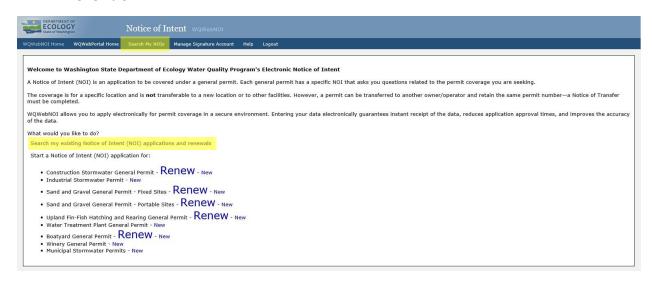
Olympia, WA 98504-7696

• The Paper Certification Page must be signed by the Legal Responsible Party.



Already started a renewal? Find the existing renewal you started.

- Click on top of page "Search My NOI" or
- In the middle of the page "Search my existing Notice of Intent (NOI) applications and renewals"



If you need assistance completing your renewal application, please email your regional permit planner.